

Required Documentation for Personnel Actions
Section Personnel

<u>Type of Personnel Actions</u>	<u>Documents to Submit</u>
New Hire	TJAR Application signed and dated Ethnicity Sheet Reference Check Official copy of Transcript, if needed Copy of 6.5g letter, if applicable
Separation	If paperwork not completed in HR, Submit Terminal Payroll SF-14R or letter of resignation LDOLES 77 Removal or Dismissal letter, if applicable
Reallocation	TJAR (not requiring posting) Application signed and dated Training Record Exception Report for training, if required
Promotion	TJAR Application signed and dated Training Record Exception Report for training if required
Demotion	TJAR Application signed and dated Training Record Demotion letter
Detail to Special Duty	TJAR Application signed and dated Training Record Letter of Justification
Position change	TJAR, if posted, or TJAR not requiring posting
Reassignment	TJAR, if posted , or TJAR not requiring posting Application signed and dated
Address Change	LASERS Name Change Form (www.lasers.state.la/forms_forms.htm) All employees must contact the Insurance office at 379-1641
Name Change	Laser form to HR signed by employee (www.lasers.state.la/forms_forms.htm) All employees must contact the Insurance office at 379-1641
Merit Increase	Signed anniversary run PPR which includes signed Planning session from previous year If merit is not being granted, a letter to employee stating reason
Attainment of Permanent Status	Signed permanent status run Training record Exception Report for Training, if applicable If perm status is not being granted, a letter to employee stating reason